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ABSTRACT

Adoption and implementation of advanced concepts in structuring and using a local advisory council and craft committees can result in significantly improved vocational education programs. The organizational structure of a vocational-technical school advisory council should be a vehicle that facilitates accomplishment of its prime function--to advise the board and administration concerning the general philosophy, objectives, and program needs of the school. The value and use of an advisory council can vary widely, depending upon how much the administration and board genuinely seek community involvement in identifying and improving secondary and adult training. Advice can be as little as an educated opinion from a small cross-section of the community appointed to a legally required council; but it also can be a comprehensive plan--supported by meaningful research--carried out by a much larger and greatly involved council that uses an executive committee approach. An example of an active and successful advisory council is that of the Erie County (Pennsylvania) Technical School and the Regional Occupation Skill Center for Adult Training, which has had a number of organizational changes to better serve its schools by conducting skill needs assessments and by raising \$700,000 to build the Center. Organizing an effective advisory council requires the following steps: (1) design a structure that will best facilitate the function of the council and craft committees to assist the school board and administration in planning; (2) modify the structure when needs and activities change; (3) seek out the best qualified persons to serve on the council; and (4) use work planning (management by objectives). (KC)

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Pennsylvania advisory council on vocational education

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Financial Secretary

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Executive Director

ADVANCED CONCEPTS IN STRUCTURING AND UTILIZING LOCAL ADVISORY COUNCILS AND CRAFT COMMITTEES

1981 CONVENTION

OF

AMERICAN VOCATIONAL ASSOCIATION
NEW AND RELATED SERVICES DIVISION
ADULT VOCATIONAL EDUCATION SECTION

ATLANTA, GEORGIA

DECEMBER 6, 1981

PRESENTED BY RICHARD E. CARROLL

CHAIRMAN, ERIE COUNTY TECHNICAL SCHOOL GENERAL ADVISORY COUNCIL AND
CHAIRMAN, PENNSYLVANIA ADVISORY COUNCIL ON VOCATIONAL EDUCATION

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ADVANCED CONCEPTS IN STRUCTURING AND UTILIZING

LOCAL ADVISORY COUNCILS AND CRAFT COMMITTEES

There has been growing emphasis of the role of the local advisory council in bridging the gap between vocational education and the community; also in serving as a catalyst in establishing linkages between vocational education and other agencies involved in manpower development and training and/or economic development programs. But to fulfill this role how should a local advisory council be structured?

In Pennsylvania a General Advisory Council may be composed of as few as eighteen members and as high as fifty or more if officers and key committeemen and women are incorporated into an Executive Committee. The structure of a General Advisory Council - whatever its size - should be designed to provide the Administration and Board with the greatest possible assistance in planning, implementing and maintaining a total vocational education program including adult education. Constraints such as the size of the community, scope of vocational education offerings and the diversity of employment in the community will have a bearing on the structure and the structure may be periodically modified to enhance the value of the Council's advice regarding general philosophy, goals and objectives, program needs, community understanding and support, and policies directed at establishing and maintaining a realistic practical vocational education program.

Flexible structuring is advocated to help assure the primary function of the Council will be carried out in a timely and proficient manner. Inasmuch as I have been President of the Board and later Chairman of the General Advisory Council of the Erie County Technical School - a model school in Pennsylvania - I have been involved with several structure changes. Each modification resulted in improved functioning and increased value of the Council to the Administration and Board.

Today this Council's structure is a highly integrated mechanism which maximizes utilization of the talents and experience of Council members. Before discussing this structure, however, I would like to briefly review our preceding structures, along with the events that precipitated changes over the past eight years, so that you may better understand how we got to where we are.

The first General Advisory Council was appointed in 1965 by the Board of Directors representing the eleven school districts that owned the Erie County Technical School. The Advisory Council was composed of approximately 20 citizens from a cross-section of the community, business and industry. It had a chairman, to whom all members reported, and who assigned them to ad hoc committees to assist the Board and Administration in identifying skills in the Erie Labor Market, training needs, and facilities required to meet those needs. Recommendations of this General Advisory Council helped shape the current school policies, structure and course offerings. After the school was constructed in 1968 and became operational, however, the General Advisory Council became inactive. Craft committees also became dormant during this period.

In September 1973 the Board appointed a new General Advisory Council composed of about 40 members including such key people as the City and County of Erie CETA Prime Sponsors and the Executive Director of the Erie County Education and Work Council. Aware of business and industry's frustration at trying to operate and expand in a labor market without available skills this Advisory Council included in its structure a Skill Needs Survey Committee and 14 special committees to perform the function of craft committees until they could be established. These special committees, with considerable assistance from the Director of Vocational Education, conducted an evaluation of facilities, course content and teaching methods. In parallel the Skill Needs Survey Committee, comprised principally of representatives from the Manufacturer's Association of Erie, The Greater Chamber of Commerce, and the Bureau of Employment Security, developed a comprehensive five-year employment projection that Fortune magazine credited as the most accurate forecast of its kind ever made. The findings and recommendation of this General Advisory Council led to the concept and fruition of a \$3 million Regional Skill Center for Adult Training - as an extension of the Technical School - which was dedicated on June 10, 1977. The Erie County School District's share of construction costs, amounting to \$700,000, was paid for entirely by donations from area firms thus avoiding a bond issue and higher taxes in the school districts. The Skill Center is believed to be the first installation of its kind in the United States that was cooperatively funded by private enterprise along with state and federal monies.

The General Advisory Council was reorganized again in February, 1976 and its structure was greatly expanded to accommodate an increased scope of activity. Membership was increased to 45, principally by inclusion of Craft Committee Chairmen in the Council to highlight the importance - and potential contribution of - craft committees to the work of the Council. Incidentally, craft committees of the Technical School also serve the Regional Skill Center for Adult Training as well as the adult training programs in the Technical School conducted on the second and third shifts...The position of Vice Chairman of the Council was created to relieve the span of the Chairman and to head up a Special Projects Committee.

To improve its effectiveness and satisfy additional requests from the Erie County Technical School Board, the Council Chairman and Vice Chairman, along with chairmen of major committees, were established as an Executive Committee which met at least six times a year in addition to two meetings of the Council as a whole. The Executive Committee was a workable group of responsive and available individuals, each of whom had autonomous authority within its assigned scope. There were significant interrelationships among major committees, that were strengthened synergistically by utilization of the Executive Committee concept. The Executive Committee included Chairmen of the Education Liaison Committee, Craft Advisory Committees, Skill Needs Survey Committee and Regional Skill Center Committee.

In December 1978, the structure of the General Advisory Council was again modified to place twelve Industrial Craft Committees under one Chairman and ten Business and Services Craft Committees under another Chairman. This change was made to narrow the span and intensify leadership of the craft committees. The Council's membership increased to 50 as a result of new craft committees being formed.

The General Advisory Council's structure was further modified in November 1979 to include a Public Relations Committee which would relieve the span of the Education Liaison Committee and would intensify efforts to develop a better community understanding and appreciation of vocational education.

I will now elaborate on the structure and function of our current General Advisory Council with emphasis on the Executive Committee concept. Each committee within the Executive Committee has a member of the Technical School staff assigned to it. (Exhibit A) ...A recent structure change added the Chairman of the Corry Satellite Advisory Committee which consists of craft committees for none skills instituted in the Corry School District in 1977. This committee can draw upon the expertise of our existing General Advisory Council standing committees in developing recommendations for improvements and expansion of secondary and adult training programs at Corry which is located furthest from the Technical School...The Special Projects Committee is composed of a diversified group of broad-based high-caliber individuals, the Chairman of which was formerly President of the Erie County Technical School Board. As the title implies, this committee has been - and will be - given special projects as they arise - that would assure perpetuation of the Council (Exhibit B). Currently, this committee is focusing on development of a Long-Range Plan for School Improvement, including adult education programs in the technical school and the Regional Skill Center. The entire Executive Committee serves as a subcommittee of the Special Projects Committee to maximize utilization of the resources of Council in development of the Long-Range Plan.

The Education Liaison Committee is composed principally of individuals in the education field. The current chairman is Supervisor-Guidance Services in the Iroquois School District and Past President of the Northwestern Pennsylvania Personnel and Guidance Association. The committee has a wide scope of operation with prime responsibility for increasing understanding and opportunities associated with vocational education by communicating with administrators, guidance counselors, teachers, students, PTO's/PTA's, other parent groups and adult organizations. Among its major activities this committee worked closely with Craft Committee Chairmen in application of V-TECS (Vocational-Technical Education Consortium of States) materials to establish performance objectives, criterion-referenced measures and performance guides for each craft. A member of the committee - the Chairman of the ZONTA International "Project Achieve" - produced a motion picture directed at encouraging girls to consider the opportunities and rewards associated with entering non-traditional work for women. The film has been utilized across the state.

As indicated earlier, the Craft Committees have been logically separated under two chairmen in the Executive Committee of the Council. One category consists of the Industrial Craft Committees (Exhibit C) and the other encompasses the Business and Services Committees (Exhibit D). The Technical School and Regional Skill Center for Adult Training rely heavily upon craft committees for program evaluation. The committees periodically evaluate the facilities, equipment, curriculum, instructional techniques and student competency requirements and recommend modifications to accommodate changing skill needs and advancements in the state of the art. The committees also

have prepared recommendations for an anticipated expansion of the Erie County Technical School program in conjunction with the Long-Range Plan.

To maximize the contribution of craft committees a workshop was devised for craft committee chairmen. The content of the workshop included (1) emphasis on the importance of craft committees, (2) purpose of workshop, (3) craft committee responsibilities, (4) procedures for craft committee meetings, conducting evaluations and reporting recommendations, and (5) targets for completing visitations and reports (Exhibit E).

Elaborating upon the workshop, the purpose primarily was to provide direction concerning (1) eleven specific responsibilities of craft committees, (2) planning, organizing and implementing activities, and (3) documenting and communicating actions recommended and/or taken (Exhibit F).

A standard craft committee report was devised along with a craft committee procedure and reporting form...Here is an example of a report by the Machine Shop/Tool and Die Committee...It scored curriculum, facilities, and equipment high, but indicated opportunity for improvement in housekeeping and safety...The committee recommended expansion of the Machine Shop facilities to provide for Production Machine Operator Training - a chronic skill shortage in the Erie labor market (Exhibit G).

Although each craft committee in the Erie County Technical School recommends correction of unsafe conditions and actions that that may observe, there are areas of the school that ordinarily don't come under surveillance. For this reason - and to establish and maintain a uniform safety program - a Safety Committee was formed which includes the top safety professionals in Erie County. It has met several times and has developed a comprehensive program directed at (1) making the Technical School and Regional Skill Center facilities as safe as possible and (2) inculcating safety awareness in the students and adults that will reduce accidents and possible injuries as they enter industry, business and services (Exhibit H).

The Safety Committee and the craft committees coordinate their efforts to maximize the effectiveness of the total safety program...In formation now is a committee to accommodate the handicapped which also will work closely with craft committees and the Safety Committee. Periodically the Supervisor of Vocational Education issues a Progress Report on Craft Committee Activities to the Administration, Board and General Advisory Council which spotlights the contributions of these committees to the school. As an example of a unique activity, approximately 15 craft committee members served this spring as judges for the District Ten Competition of VICA...This is a recent report on the status of craft committee meetings (Exhibit I)...The utilization of craft committees can be as varied and extensive as the Operating Committee (Board) and Administration are willing to rely upon their contributions. The school district that wishes to offer skills training programs that are kept abreast of advancements in the state of the art, and produce graduates with competencies that fully qualify them for entry-level jobs, will establish a craft committee of interested and knowledgeable individuals for each skill and technology. The linkage of craft committees to the General Advisory Council will further assure comprehensive and integrated community support of the AVTS or comprehensive high school vocational training program.

The Skill Needs Survey Committee annually contacts area industry and at least tri-annually commercial businesses and health services for projected employment requirements over the next one, three, and five years. The 1981 Survey, just completed, also identifies anticipated new skills. This survey is vital to long-range planning for both the Technical School and the Skill Center for Adult Training. In the 1980 Survey, more than 12,500 new industrial jobs and replacement needs, and an estimated 10,000 commercial/health services jobs and replacement needs were projected by 1985 in Erie County.

The Skill Center Operational Advisory Board worked closely with the Erie County Technical School Board, Administration and the architect in planning and construction of the Skill Center. It was the prime mover in obtaining \$700,000 in construction funds from industry that avoided a tax increase in the participating school districts. All equipment requirements were determined by this body and its recommended policies and practices for operating the Skill Center were adopted by the Technical School Board. The Skill Center Operational Advisory Board has continuing responsibility for identifying additional skills that could be taught adults in the Center and for assuring that advancements in the state of the art are incorporated into the facilities and curriculum of existing skills training. It draws upon other standing committees of the Council to maintain a high level, adult skills training program.

Earlier I referred to a request by the Board of the Erie County Technical School that the General Advisory Council develop and recommend a Long-Range Plan for Vocational Education in Erie County. This plan, now well underway, will encompass the Technical School, its satellite programs in participating school districts, and the Regional Occupation Skill Center for Adult Training. The Special Projects Committee of the General Advisory Council has prime responsibility for developing many facets of the plan and will utilize the resources of other standing committees, the Administration and the Northwest Pennsylvania Tri-County Intermediate Unit.

Current activity on the Long-Range Plan is principally being carried on by the 22 craft committees, which have been reviewing their shops in the Technical School and Skill Center, and developing recommendations for expansion as well as improvement of our skills training program...In parallel, other committees contributing to the Long-Range Plan will be scrutinizing population shifts, pupil projections, availability of space in our present schools for vocational training, and other relevant data.

The structure of the Advisory Council, with its Executive Committee concept, is destined to change again. The Council has been asked by the Intermediate Unit to serve as an Advisory Council for the Erie County Comprehensive Youth Program; also the Regional Career Evaluation Center which tests both secondary school students and adults for basic knowledge, aptitudes and interests. With this information the counselor can provide meaningful guidance to the participant which translates into a greater probability of success in his/her career path. Current craft committees, separated into the categories of Industrial Committees and Business and Services Committees, may be realigned to focus attention on present and

future craft committees associated with the rapidly expanding Health Services field. (Exhibit J).

The organization structure of a vocational-technical school General Advisory Council should be a vehicle which will facilitate accomplishments of its prime function - to advise the Board and Administration concerning the general philosophy, objectives and program needs of the school. The value and utilization of a General Advisory Council can vary widely, depending upon how much the Administration and Board genuinely seek community involvement in identifying and improving secondary and adult training. Advice can be a little as an educated opinion from a small cross-section of the community, appointed to a legally-required Council; but it also can be a comprehensive plan - supported by meaningful research - carried out by a much larger and greatly involved Council. Such a Council can use an Executive Committee approach which encourages decentralized and concentrated effort through several committees but which integrates the activities of each so that a well-developed, cohesive plan - ready for serious consideration, possible adoption and commitment of funds - can be presented to the Administration and Board.

To help assure that plans are well thought out and prioritized, two years ago the General Advisory Council, using the Pennsylvania Advisory Council on Vocational Education as a model, instituted the well-known "Management By Objectives" approach. Here are MBO's for the major committees. They can be further refined but are a step in the right direction. (Exhibit K)

The value of an Advisory Council to the Administration and Board stems from appointment by the Board of capable and interested citizens who are knowledgeable in the problems of vocational education, who have good managerial/administrative/communicative skills, and who are willing to devote time to committee work. To maintain a high caliber and effective Advisory Council, however, it is important that the Board continue to seek the advice of the Council and to utilize its recommendations.

It has been my pleasure - shared by other members of the Erie County General Advisory Council, I'm sure - to be associated with an Administration and Board that has sought extensive community involvement and that has accepted and implemented many of the Council's recommendations. With this kind of implied confidence and reliance our Council will continue to be a strong, viable organization contributing effectively to improving secondary and adult vocational education in Erie County.

I would like to summarize this presentation and Structuring and Utilizing Local Advisory Councils and Craft Committees as follows -

- Design a structure that will best facilitate the function of the Council and Craft Committees to provide meaningful assistance to the Administration and Board in planning, implementing and maintaining a vibrant secondary and adult vocational education program, including intergenerational training.

- Modify the structure when delegated activities and projects change. The structure should adapt itself to the work of the Council and the Craft Committees - not vice-versa.
- Seek the best qualified individuals available to serve on the Council and Craft Committees. These usually are busy and productive people who enjoy responsibility. Most will continue to serve if their experience and talents are utilized - and if their recommendations are accepted and implemented by the Board.
- Utilize work planning - sometimes called Management By Objectives (MBO's) - to identify, prioritize and measure results against goals established by the General Advisory Council to maximize its contribution to the effective operation of the Technical School and Skill Center for secondary school students and adults.

Adoption and implementation of advanced concepts in structuring and utilizing a Local Advisory Council and Craft Committees can result in significantly improved vocational education programs.

ERIE COUNTY TECHNICAL SCHOOL GENERAL ADVISORY COUNCIL
(55 MEMBERS)

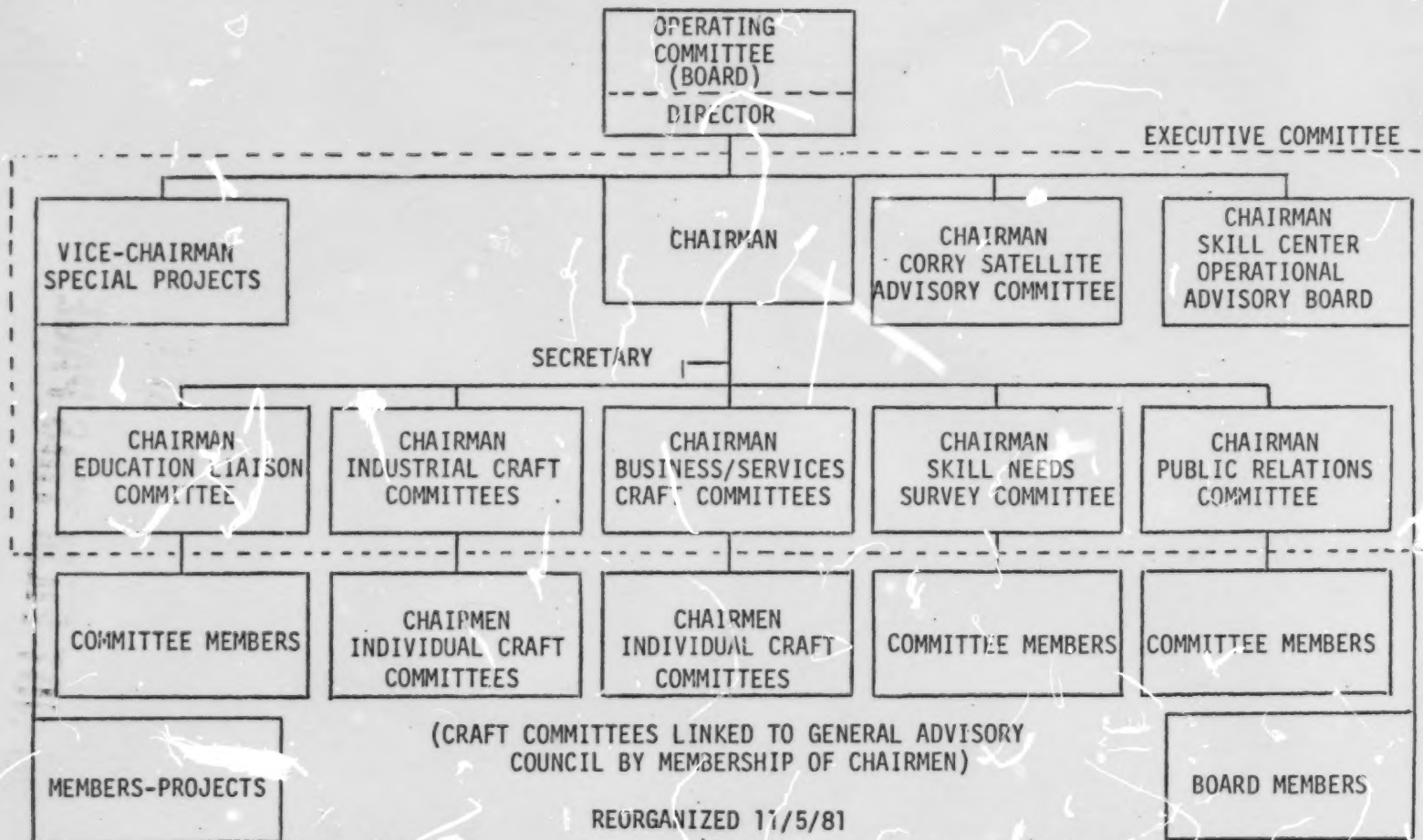


EXHIBIT B

ERIE COUNTY AREA VOCATIONAL-TECHNICAL SCHOOL

GENERAL ADVISORY COUNCIL

BYLAWS

Article	I	Name
Article	II	Purpose and Authorization
Article	III	Organization
Article	IV	Meetings
Article	V	Support Services
Article	VI	Program and Craft Committees
Article	VII	Reporting and Dissemination
Article	VIII	Working Rules
Article	IX	Quorum
Article	X	Rules or Order
Article	XI	Amendments

Article I Name

The name of this organization shall be the Erie County Area Vocational-Technical School General Advisory Council on Vocational-Technical Education.

Article II Purpose and Authorization

The purpose of the Council shall be to advise the Operating Committee and School Administrators of the Erie County Technical School concerning vocational, technical, occupational and adult vocational education in the Erie County Vocational-Technical School, The Regional Occupational Skill Center, Satellite Programs, and Corry Branch. The Advisory Council is authorized under Section #1842 of the School Laws of Pennsylvania to perform this function.

Article III Organization

- A. The Council shall consist of sufficient number of members to provide a cross-section of business and industry in the Erie County labor market.

Members shall be appointed by the Erie County Area Vocational-Technical School Operating Committee.

- B. Term of Office - Appointments shall be for three years. Appointments shall be staggered so that approximately one-third of the members' terms expire each year. At the time of initial organization, terms shall be determined by drawing lots among the members. Members may succeed themselves.

- C. Officers - The Council shall have the following officers:

Chairman - Shall preside at meetings, direct external relations, direct legislative activities.

Vice-Chairman - Shall preside in the absence of the Chairman, assist the Chairman as requested and chair the Special Projects Committee.

Secretary - Shall direct the recording of the minutes of the meeting and the transmittal of all reports and recommendations.

- D. Executive Committee - Shall consist of the officers plus the chairmen of any of the listed or newly established committees.

1. Skill Needs Survey Committee
2. Industrial Craft Committees
3. Business and Services Craft Committees
4. Education Liaison Committee
5. Special Projects Committee
6. Public Relations Committee
7. Skill Center Operational Advisory Board

- E. Elections - Officers shall be elected by the members biennially. Other members of the Executive Committee shall be appointed annually by the Officers. Replacement of a resigned or deceased officer shall be elected at the next regular meeting of the General Advisory Council.

Article IV Meetings

The Executive Committee shall meet a minimum of six times a year. The Advisory Council shall meet a minimum of twice a year.

Article V Support Services

Support services, including meeting and space and clerical help, shall be provided by the Area Vocational-Technical School.

Article VI Program and Craft Committee

Each vocational-technical program should have a Craft Advisory Committee composed of persons with expertise in that occupational field. Subcommittees shall be established to address specific occupational concerns. The membership of the General Advisory Council shall include the Chairmen of the Craft Committees.

Article VII Reporting and Dissemination

Minutes, reports and recommendations shall be forwarded to the Area Vocational-Technical School Operating Committee. All press releases should be cleared through a designee of the Operating Committee.

Article VIII Working Rules

The Council shall establish a set of working rules to govern operations. Items to be included are: committee structure, meeting arrangements, annual priorities for Council work and organization details.

Article IX Quorum

A simple majority of the members shall constitute a quorum.

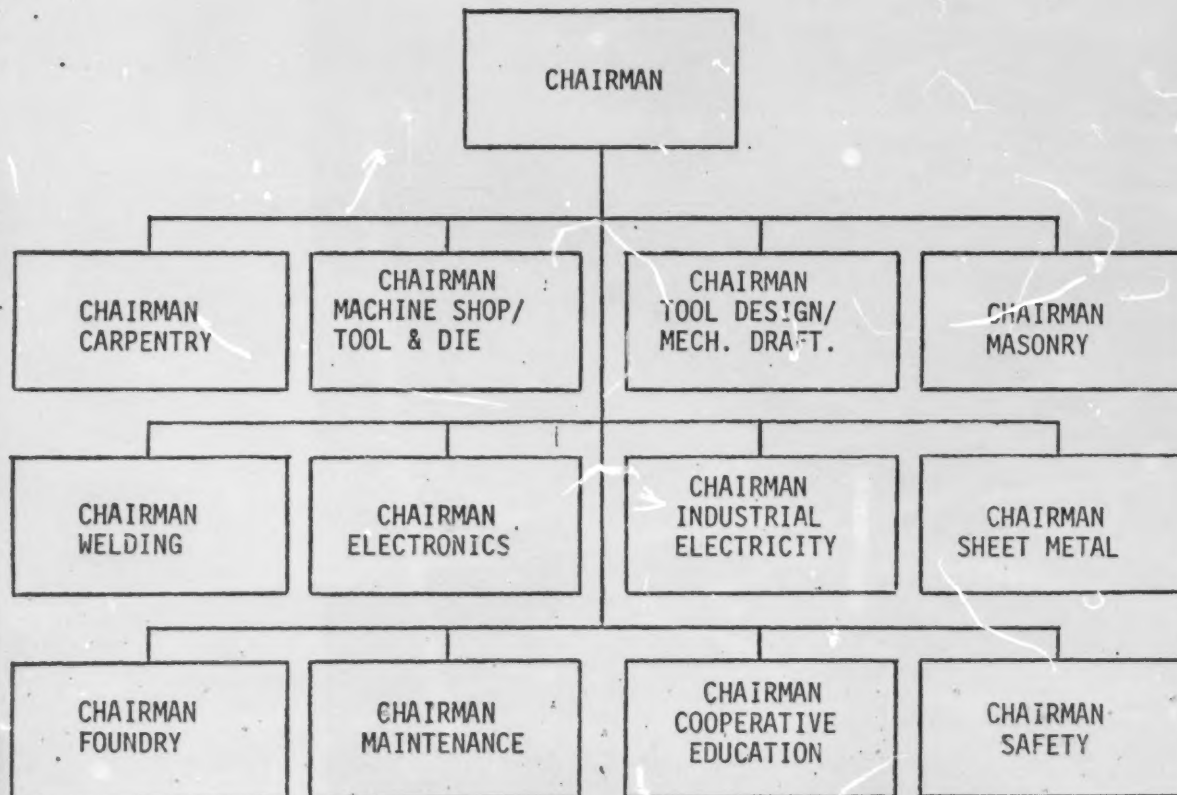
Article X Rules of Order

Robert's Rules of Order shall be followed.

Article XI Amendments

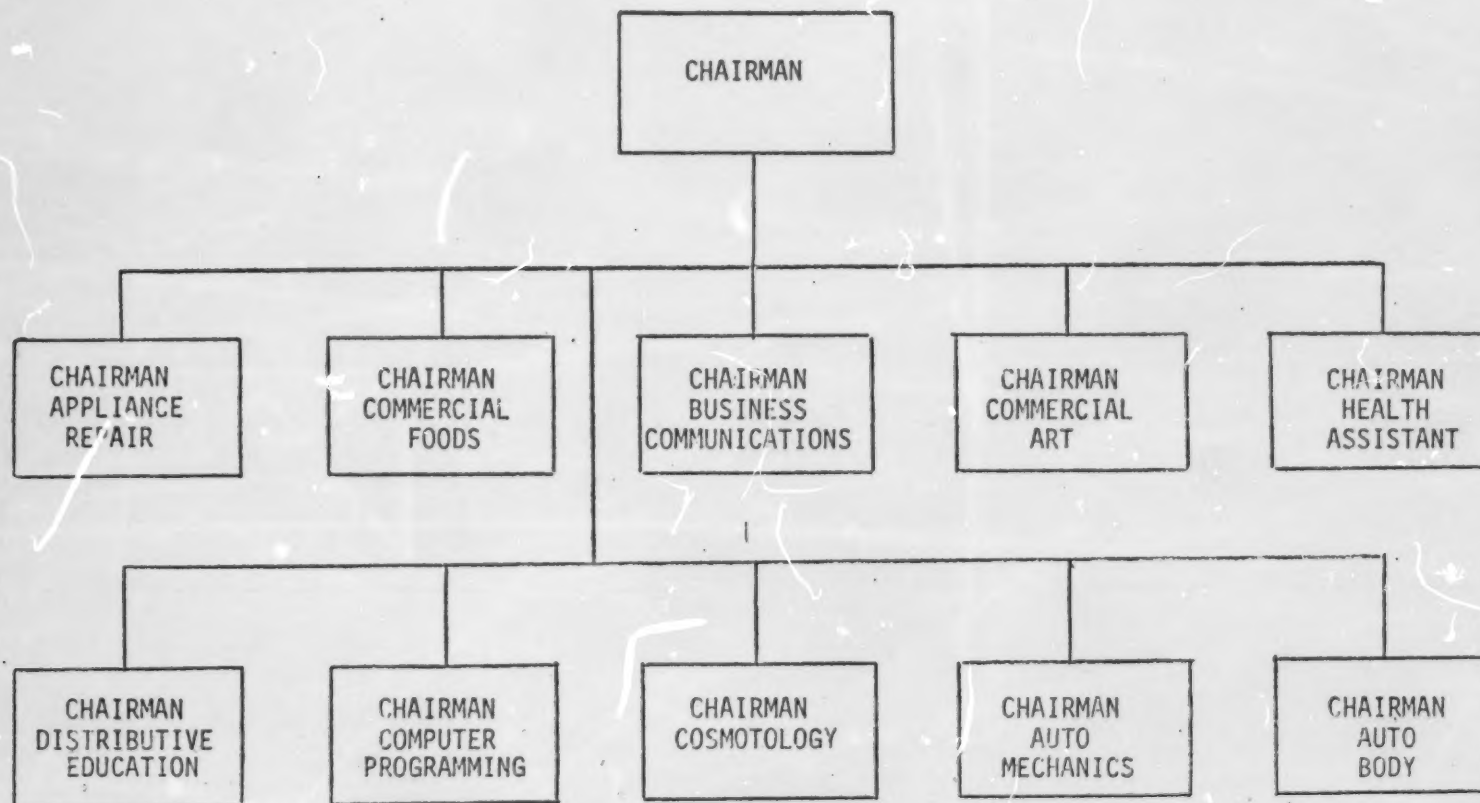
Bylaws may be amended by a 2/3 vote of those present provided the following conditions have been met: A. The proposed amendment shall have been proposed by the Executive Committee and distributed to each Council member 30 days prior to the time of voting. B. Approval of the Erie County Area Vocational-Technical School Operating Committee. C. The Pennsylvania Advisory Council on Vocational Education should be notified in writing of bylaw changes.

ERIE COUNTY TECHNICAL SCHOOL INDUSTRIAL CRAFT COMMITTEES



STAFF LIASON - SUPERVISOR OF VOCATIONAL EDUCATION

ERIE COUNTY TECHNICAL SCHOOL BUSINESS AND SERVICES CRAFT COMMITTEES



STAFF LIAISON - SUPERVISOR OF VOCATIONAL EDUCATION

EXHIBIT E

ERIE COUNTY TECHNICAL SCHOOL
GENERAL ADVISORY COUNCIL
CRAFT COMMITTEE CHAIRMEN

WORKSHOP

OCTOBER 18, 1979

AGENDA

1. WELCOME - RICHARD CARROLL
 - A. IMPORTANCE OF CRAFT COMMITTEES
 - B. PLOWING NEW GROUND (WORKSHOP)
 - C. PURPOSE OF WORKSHOP
 - D. CRAFT COMMITTEE RESPONSIBILITIES
2. EXAMPLES OF PAST CONTRIBUTIONS OF CRAFT COMMITTEES - WILLIAM SILKMAN
3. PROCEDURES FOR CRAFT COMMITTEE MEETINGS, CONDUCTING EVALUATIONS AND REPORTING RECOMMENDATIONS
 - A. MATERIALS MAILED TO MEMBERS
 - B. MEETING WITH TEACHER
 - C. LAE VISITATION - (EVALUATION INSTRUMENT)
 - D. CRAFT COMMITTEES MEET TO COMPLETE CONSENSUS REPORT
 - E. FEEDBACK TO COMMITTEE FROM INSTRUCTOR AND ADMINISTRATION
4. EXECUTIVE COMMITTEE ASSISTANCE, TARGET FOR COMPLETION OF VISITATIONS AND REPORTS
5. WRAP-UP - RICHARD CARROLL

EXHIBIT F

WORKSHOP FOR CRAFT COMMITTEE CHAIRMENPURPOSE

PROVIDE DIRECTION CONCERNING (1) RESPONSIBILITIES OF CRAFT COMMITTEES, (2) PLANNING, ORGANIZING AND IMPLEMENTING ACTIVITIES AND (3) DOCUMENTING AND COMMUNICATING ACTIONS RECOMMENDED AND/OR TAKEN.

RESPONSIBILITIES

1. ASSESS ADEQUACY OF PRESENT FACILITIES AND EQUIPMENT, CURRICULUM AND INSTRUCTIONAL TECHNIQUES. RECOMMEND IMPROVEMENTS CONSISTENT WITH ADVANCEMENTS IN THE STATE OF THE ART.
2. RECOMMEND NEW FACILITIES, EQUIPMENT, CURRICULUM AND INSTRUCTIONAL TECHNIQUES FOR SHOPS BEING EXPANDED AT BOTH ECTS AND AT SATELLITE LOCATIONS.
3. DEFINE COMPETENCIES THAT INDUSTRY/BUSINESS/SERVICES REQUIRE FOR ENTRY LEVEL OF EACH SKILL/TECHNOLOGY. ESTABLISH MEASUREMENTS THAT ASSURE COMPETENCIES ARE MET BY THE STUDENT.
4. AUDIT CONTRACTED SERVICES FOR SKILLS TRAINING.
5. RECOMMEND STANDARDS FOR SELECTING EQUIPMENT AND MATERIALS AND ASSIST IN IDENTIFYING SOURCES.
6. RECOMMEND APPROACHES TO IMPROVING RELEVANCY OF ACADEMIC SUBJECTS TO SKILLS TRAINING.
7. RECOMMEND SPECIAL EQUIPMENT, INSTRUCTIONAL TECHNIQUES AND SAFETY DEVICES/PRACTICES FOR DISADVANTAGED AND HANDICAPPED.
8. ASSIST THE ADMINISTRATION IN DEVELOPING A PROGRAM FOR VISITS TO BUSINESS AND INDUSTRY BY STUDENTS, INSTRUCTORS AND COUNSELORS.
9. ASSIST THE COOPERATIVE EDUCATION COMMITTEE IN DEVELOPING CO-OP TRAINING PLANS AND TRAINING AGREEMENTS.
10. ASSIST THE ADMINISTRATION IN DETERMINING QUALIFICATIONS REQUIRED FOR INSTRUCTORS' POSITIONS. IDENTIFY AND RECOMMEND CANDIDATES.
11. ASSIST IN PLACEMENT OF GRADUATE STUDENTS.

R.E.C.
10/10/79

EXHIBIT G

CRAFT COMMITTEE REPORT

TECHNOLOGY: MACHINE SHOP-TOOL AND DIE

DATE: MAY 23, 1980

CRAFT COMMITTEE CHAIRMAN: SAM GINTZ

CRAFT COMMITTEE MEMBERS:

GEORGE BECKER

PETE CHISHOLM

JAMES PENDLETON

ED RINGER

MAX GILL

OTHER PERSON(S) IN ATTENDANCE:

ART KIGHTLINER (INSTRUCTOR)

BOB DZIUBKOWSKI (INSTRUCTOR)

TIME MEETING STARTED: 9:30 AM

TIME MEETING ENDED: 11:30 AM

BRIEF SUMMARY OF MEETING:

THE COMMITTEE RECOMMENDED EXPANSION OF THE PRESENT MACHINE SHOP, TOOL AND DIE FACILITY AND ASKED THE CHAIRMAN TO SUBMIT A PROPOSAL TO THIS EFFECT. (SEE ATTACHED LETTER.)

THE COMMITTEE WOULD LIKE THE MACHINE SHOP AND TOOL AND DIE INSTRUCTORS TO MAKE A LIST OF MACHINES (TYPE AND SIZE) - THAT THEY INTEND TO PUT INTO THE NEW AREA - FOR THE COMMITTEE TO EVALUATE.

SIGNATURE OF CHAIRMAN

REPORTING FORMCURRICULUM

1. THE CURRICULUM AS STATED IN THE COURSE OUTLINE REFLECTS TODAY'S TRADE PHILOSOPHY, POLICIES AND PRACTICES. 1 2 3 4 5 6 7 8 ⑨ 10
2. THE INSTRUCTOR IS TEACHING THE CURRICULUM AS STATED IN THE COURSE OUTLINE. 1 2 3 4 5 6 7 8 ⑨ 10
3. THE TEXTBOOKS, REFERENCE MATERIALS AND/OR OTHER PRINTED MATERIALS ARE APPROPRIATE FOR STUDENTS IN THIS TECHNOLOGY. 1 2 3 4 5 6 7 ⑧ 9 10
4. AUDIO-VISUAL AIDS ARE SUFFICIENT ENOUGH TO SUPPORT A WELL-ROUNDED CURRICULUM IN TERMS OF SUSTAINING STUDENT INTEREST. 1 2 3 4 5 6 7 ⑧ 9 10
5. THERE IS ACCEPTABLE BALANCE BETWEEN THE THEORETICAL WORK AND THE PRACTICAL WORK. 1 2 3 4 5 6 7 8 9 ⑩
6. THE INSTRUCTOR'S SHORT-RANGE GOALS ARE REALISTIC AND IN TUNE WITH THE INDUSTRY. 1 2 3 4 5 6 7 8 ⑨ 10
7. THE INSTRUCTOR'S LONG-RANGE GOALS ARE REPRESENTATIVE OF THE DIRECTION THAT THE INDUSTRY SEEMS TO BE TAKING. 1 2 3 4 5 6 7 8 ⑨ 10
8. OTHER:

REPORTING FORMFACILITIES

1. THE ROOM LAYOUT OFFERS THE MOST ADVANTAGEOUS
USE OF THE SPACE AVAILABLE. 1 2 3 4 5 6 7 8 9 10
2. ROOM LIGHTING IS ADEQUATE FOR THE TECHNOLOGY
TAUGHT. 1 2 3 4 5 6 7 8 9 10
3. THE FACILITY IS CLEAN AND THE TOOLS AND
EQUIPMENT ARE ARRANGED IN A NEAT AND ORDERLY
MANNER. 1 2 3 4 5 6 7 8 9 10
4. THE LAB AREA HAS ADEQUATE STORAGE ROOM(S),
CABINETS AND LOCKERS. 1 2 3 4 5 6 7 8 9 10
5. PANIC BUTTONS ARE PROPERLY LOCATED AND
EASILY ACCESSIBLE. 1 2 3 4 5 6 7 8 9 10
6. STRATEGIC FLOOR AREAS ARE PROPERLY LINED
AND FREE OF OBSTRUCTIVE MATERIALS. 1 2 3 4 5 6 7 8 9 10
7. THERE ARE ADEQUATE STORAGE FACILITIES FOR
PAINTS, SOLVENTS, OILS AND OTHER FLAMMABLE
PRODUCTS. 1 2 3 4 5 6 7 8 9 10
8. FIRE EXTINGUISHERS ARE VISIBLE, ACCESSIBLE
AND ADEQUATE IN NUMBER. 1 2 3 4 5 6 7 8 9 10
9. OTHER:

REPORTING FORMEQUIPMENT

1. LAB EQUIPMENT APPEARS TO BE COMPATIBLE WITH THE COURSE CONTENT AS DESCRIBED IN THE COURSE OUTLINE.
2. PRESENT DAY STANDARDS ARE REFLECTIVE IN THE CHOICE OF LAB EQUIPMENT.
3. THE CONDITION OF THE EQUIPMENT INDICATES PROPER CARE AND MAINTENANCE.
4. EQUIPMENT MEETS OSHA STANDARDS WITH RESPECT TO GUARDS, SHIELDS, GROUNDING, ETC.
5. SAFETY PROTECTION (SAFETY GLASSES, SHIELDS, ETC.) AND THE PROPER INSTRUCTION THEREOF HAVE BEEN PROVIDED.
6. OTHER:

1 2 3 4 5 6 7 8 9 10

1 2 3 4 5 6 7 8 9 10

1 2 3 4 5 6 7 8 9 10

1 2 3 4 5 6 7 8 9 10

1 2 3 4 5 6 7 8 9 10

JUNE 6, 1980

W. R. SILKMAN, DIRECTOR
ERIE COUNTY TECHNICAL SCHOOL

SUBJECT: EXPANSION OF THE MACHINE SHOP FACILITIES OF THE ERIE COUNTY TECHNICAL SCHOOL.

PROPOSAL: EXPAND THE PRESENT MACHINE SHOP FACILITY BY ADDING A 60 X 112 FOOT ADDITION (SEE ATTACHED DRAWINGS). THIS WOULD AMOUNT TO AN INCREASE OF APPROXIMATELY 6,720 SQ. FT., WHICH WOULD ALLOW FOR 20 ADDITIONAL MACHINES, 1 CLASSROOM AND 1 OFFICE.

BASIS FOR PROPOSAL:

FOR SEVERAL YEARS, THE SHOP INSTRUCTORS HAVE FELT THAT THERE ARE MANY STUDENTS THAT ALTHOUGH THEY MAY NEVER BECOME TOOL AND DIE MAKERS POSSESS ENOUGH MECHANICAL ADAPTABILITY TO BECOME PRODUCTION MACHINE OPERATORS. THE MANUFACTURERS ASSOCIATION OF ERIE'S SKILL NEEDS SURVEY INDICATES THAT THERE IS AND WILL CONTINUE TO BE A NEED FOR PRODUCTION MACHINE OPERATORS IN THE GREATER ERIE INDUSTRIAL AREA FOR YEARS TO COME. THE PROPOSAL THE CRAFT COMMITTEE RECOMMENDS WILL PROVIDE SPACE FOR 20 ADDITIONAL MACHINES. THE MACHINES COULD BE OBTAINED THROUGH NATIONAL DEFENSE SURPLUS AND FOR THE MOST PART WOULD BE OF THE PRODUCTION TYPE SUCH AS TURRET LATHES, RADIAL DRILL PRESSES, ETC. WITH THIS ADDITIONAL SPACE AND EQUIPMENT 20 ADDITIONAL STUDENTS COULD BE GRADUATED WITH A SALEABLE SKILL EACH YEAR. PRESENT PLANS ARE TO DEVELOP A TWO-YEAR PROGRAM.

ESTIMATED COSTS:-----\$346,000

AN ESTIMATED BUILDING COST OF \$50/SQ. FT. X 6,720 SQ. FT. = \$336,000
TRANSPORTATION AND INSTALLATION CHARGES BASED ON \$500 PER
SURPLUS MACHINE X 20 MACHINES WOULD AMOUNT TO \$ 10,000

IF SEVERAL SURPLUS MACHINES ARE OBTAINED FROM ONE SOURCE,
TRANSPORTATION CHARGES WOULD BE GREATLY REDUCED.

SAM W. GINTZ, CHAIRMAN
MACHINE SHOP-TOOL & DIE COMMITTEE

EXHIBIT H

ERIE COUNTY TECHNICAL SCHOOL

MINUTES OF
SAFETY CRAFT COMMITTEE
NOVEMBER 1, 1979

THE FIRST MEETING OF THE ERIE COUNTY TECHNICAL SCHOOL SAFETY CRAFT COMMITTEE WAS CALLED TO ORDER BY CHAIRMAN ALEXANDER WOJTALIK AT 1:30 IN THE DIRECTOR'S OFFICE AT THE ERIE COUNTY TECHNICAL SCHOOL. THIS MEETING WAS PRECEDED BY LUNCH IN THE ROOM AND A GENERAL TOUR OF THE FACILITIES INCLUDING COSMETOLOGY, HEALTH ASSISTANCE, BUSINESS COMMUNICATIONS, TOOL & DIE, MACHINE SHOP, AUTO MECHANICS AND CARPENTRY.

THE FOLLOWING WERE PRESENT:

ALEXANDER WOJTALIK.....GENERAL ELECTRIC CO.
CHARLES PRIESTRAP.....LORD CORP.
ERNEST HOVIS.....GENERAL ELECTRIC CO.
JERRY TOMCZAK.....PENELEC
MARK McINTURFF.....NATIONAL FORGE CORP.

ALSO PRESENT:

ROBERT BRUCKER.....ERIE COUNTY TECHNICAL SCHOOL
WILLIAM SILKMAN.....ERIE COUNTY TECHNICAL SCHOOL
NEVIN WINTRODE.....EDINBORO STATE COLLEGE

WHILE SAFETY HAS ALWAYS BEEN OF PRIME CONCERN AT THE ERIE COUNTY TECHNICAL SCHOOL THIS IS THE FIRST ATTEMPT AT ESTABLISHING A COMMITTEE WHOSE FUNCTION WOULD ENCOMPASS THE VARYING ASPECTS OF SAFETY AS IT PERTAINS TO THIS TYPE OF FACILITY.

IN THE ABSENCE OF ANY STATE, FEDERAL OR LOCAL GUIDELINES THIS COMMITTEE WAS FACED WITH DECIDING JUST EXACTLY WHAT WOULD BE THEIR GOALS AND OBJECTIVES. MR. WOJTALIK ENTERTAINED A DISCUSSION AS TO WHAT AREAS SHOULD EMPHASIS BE PLACED ON. MR. HOVIS HIGHLIGHTED ON SOME OF THE PROBLEMS IN FIRE ALARM PROCEDURES, EXIT SIGNS AND PANIC BUTTONS. MR. McINTURFF CITED EXAMPLES OF STUDENT PARTICIPATION IN SAFETY PROGRAMS. MR. PRIESTRAP INDICATED THE NEED FOR ADEQUATE REPORTING PROCEDURES AND IN-HOUSE INSPECTIONS. MR. TOMCZAK COMMENTED ON THE VALUE OF ONGOING SHOP SAFETY LESSONS.

DR. WINTRODE SUGGESTED SUBMITTING MONTHLY REPORTING FORMS AND MORE INDIVIDUAL CRAFT COMMITTEE INVOLVEMENT.

THROUGHOUT THIS DISCUSSION PERIOD MANY KEY POINTS WERE NOTED AND IT WAS FELT THAT THE COMMITTEE HAD A BETTER UNDERSTANDING OF THE SAFETY ASPECTS IN THE EVERYDAY OPERATION OF THE TECHNICAL SCHOOL. IT SHOULD BE NOTED AT THIS POINT THAT THE REGIONAL OCCUPATIONAL SKILL CENTER WAS TO ALSO HAVE COME UNDER THE AUSPICES OF THIS COMMITTEE. HOWEVER, IT WAS DECIDED THAT WHATEVER POLICY THAT WAS ESTABLISHED FOR THE VO-TECH COULD ALSO BE CARRIED OVER TO THE SKILL CENTER.

THE TOUR OF THE DIFFERENT LAB AREAS ALSO RESULTED IN MANY CONSTRUCTIVE COMMENTS THAT REFLECTED THIS COMMITTEE'S EXPERTISE IN THE VARIOUS FIELDS OF SAFETY. AT THIS POINT THE TIME FACTOR DICTATED THAT CHAIRMAN WOJTALIK BRING THE MEETING TO A CLOSE. A QUICK SUMMATION FROM EACH OF THE MEMBERS INDICATED THAT ANOTHER MEETING DATE SHOULD BE SET AND THE INTERIM PERIOD BE USED TO REFLECT UPON TODAY'S HAPPENINGS AND HOW BEST THIS COMMITTEE COULD SERVE A USEFUL FUNCTION. ALL OF THE MEMBERS WERE TO SEND IN ANY COMMENTS AND THEIR NOTES PERTAINING TO VIOLATIONS FOUND IN THE SHOP TOURS.

THE NEXT MEETING TO CONVEENE AT THE ERIE COUNTY TECHNICAL SCHOOL ON WEDNESDAY, DECEMBER 5TH, AT 11:30 A.M.

THE OFFICIAL MEETING WAS CONCLUDED AT 2:40 BY CHAIRMAN WOJTALIK.

RESPECTFULLY SUBMITTED,

ROBERT BRUCKER
SUPERVISOR OF
VOCATIONAL EDUCATION

ENCLOSED IS A CONDENSED VERSION OF ALL THE MEMBERS' SAFETY SUGGESTIONS RESULTING FROM THE SHOP VISITATIONS.

EXHIBIT I

ERIE COUNTY TECHNICAL SCHOOL

GENERAL ADVISORY COUNCIL
OCTOBER 8, 1979 - MARCH 4, 1980

THE 1979-80 SCHOOL YEAR SEEMS TO BE PROGRESSING NICELY WITH REFERENCE TO CRAFT COMMITTEE MEETINGS.

THE RECENTLY DEVELOPED CRAFT COMMITTEE EVALUATION REPORTING FORM HAS RECEIVED POSITIVE FEEDBACK, AND WITH THE EXCEPTION OF A FEW SUGGESTED CHANGES, SEEMS TO BE SERVING A USEFUL PURPOSE.

THE COMPLETE CRAFT COMMITTEE ROSTER OF BOTH CHAIRMEN AND MEMBERS IS IN THE PROCESS OF BEING UPDATED AND EXPANDED.

THE SAFETY CRAFT COMMITTEE, UNDER THE DIRECTION OF MR. AL WOJTALIK, HAS MET TWICE AND HAS SCHEDULED QUARTERLY MEETINGS. THIS COMMITTEE HAS ADDED INMEASURABLY TO THE OVERALL PROGRAM AND HAS MADE VALUABLE SUGGESTIONS AND RECOMMENDATIONS WHICH HAVE BEEN OR ARE IN THE PROCESS OF BEING INSTITUTED THROUGHOUT THE SCHOOL. EXAMPLES OF THIS COMMITTEE'S EFFORTS ARE THE PROCUREMENT OF OVER TWO HUNDRED SAFETY-RELATED SIGNS, THE FORMATION OF AN IN-SCHOOL STUDENT SAFETY COMMITTEE, AND THE PERSONAL INSPECTION OF ONE-HALF OF OUR SCHOOL'S LABS WHICH GENERATED SEVENTY-FIVE SAFETY-RELATED COMMENTS AND RECOMMENDATIONS.

OUR WELDING CRAFT COMMITTEE, UNDER THE DIRECTION OF MR. GROVER MILLER, CHAIRMAN, HAS BEEN INSTRUMENTAL IN IDENTIFYING EQUIPMENT NEEDS AND HELPING US SECURE AND EVALUATE THE BIDS FOR NEW EQUIPMENT IN THE WELDING SHOP.

THE RESPONSE FROM CRAFT COMMITTEE MEMBERS TO SERVE AS JUDGES FOR THE DISTRICT TEN COMPETITION OF VICA WAS JUST GREAT. WE HAD AT LEAST ONE CRAFT COMMITTEE MEMBER SERVING AS A JUDGE IN JUST ABOUT EVERY AREA OF COMPETITION. HOWEVER, IN SOME AREAS, WE HAD TWO OR THREE. OUR MACHINE SHOP CRAFT COMMITTEE, MR. SAM GINTZ, CHAIRMAN, HAD FOUR MEMBERS AS JUDGES.

OUR ELECTRONICS CRAFT COMMITTEE, MR. MIKE RICHCRICK, CHAIRMAN, HAS BEEN MOST HELPFUL IN PROVIDING GUIDANCE DURING A PERIOD OF ILLNESS EXPERIENCED BY OUR REGULAR INSTRUCTOR. THEY ARE PRESENTLY CONDUCTING A TOTAL, IN-DEPTH EVALUATION OF THE PROGRAM AND HAVE REQUESTED CURRENT SKILL NEEDS SURVEY, OTHER TECHNICAL SCHOOL COURSE OUTLINES, PAST GRADUATE SURVEYS AND OTHER CURRICULUM RELATED ITEMS.

THE ABOVE MENTIONED INVOLVEMENT IS JUST A SMALL SAMPLING OF THE GOOD, SOLID HELP THAT WE HAVE BEEN RECEIVING FROM ALL CRAFT COMMITTEES. ON THE FOLLOWING PAGE, I HAVE LISTED A VERY QUICK BREAKDOWN OF THE MEETINGS HELD TO DATE, AND THE PRESENT CHAIRMAN OF THE PARTICULAR COMMITTEE. ALSO INCLUDED ARE MEETINGS TENTATIVELY SCHEDULED WITHIN THE NEXT TWO MONTHS.

ROBERT BRUCKER
SUPERVISOR-VOCATIONAL EDUCATION

A BRIEF REPORT OF INDIVIDUAL CRAFT COMMITTEE MEETINGS

AUTO BODY	- MR. JOHN WURST - MET DECEMBER 4, 1979.
AUTO MECHANICS	- MR. TOM VOGEL - MET JANUARY 22, 1980.
BUSINESS COMMUNICATIONS	- MR. JERRY SIMMONS - SCHEDULED FOR APRIL 9, 1980.
COMPUTER PROGRAMMING	- DR. ROBERT PIERCE - SCHEDULED FOR MARCH 15, 1980.
DISTRIBUTIVE EDUCATION	- MS. IRENE MUSOLFF - MET FEBRUARY 13, 1980.
ELECTRONICS	- MR. MIKE RIC CRICK - MET FEBRUARY 19, 1980. (NEXT MEETING SCHEDULED FOR END OF MARCH.)
INDUSTRIAL ELECTRICITY	- MR. MIKE SEKEL - SCHEDULED FOR MARCH 26, 1980.
MACHINE SHOP	- MR. SAM GINTZ - MET JANUARY 8, 1980.
MAINTENANCE	- MR. PAUL KOPKOWSKI - ORIGINALLY SCHEDULED FOR JANUARY 24, 1980 - CANCELLED BECAUSE OF BAD WEATHER, WILL RESCHEDULE.)
MASONRY	- MR. JOHN KOZLOWSKI - MET DURING VICA MEETING FEBRUARY 15, 1980 - WILL CALL LATER TO SCHEDULE NEXT MEETING.
MACHINE DRAFTING TOOL DESIGN DRAFTING	- MR. RICHARD COVATTO - SCHEDULED FOR END OF MARCH WILL CALL TO CONFIRM DATE.
SAFETY	- MR. AL WOYTALIK - MET JANUARY 23, 1980.
TOOL & DIE MAKING	- MR. SAM GINTZ - MET JANUARY 8, 1980.
WELDING	- MR. GROVER MILLER - MET NOVEMBER 13, 1979.

ERIE COUNTY TECHNICAL SCHOOL GENERAL ADVISORY COUNCIL

(55 MEMBERS)

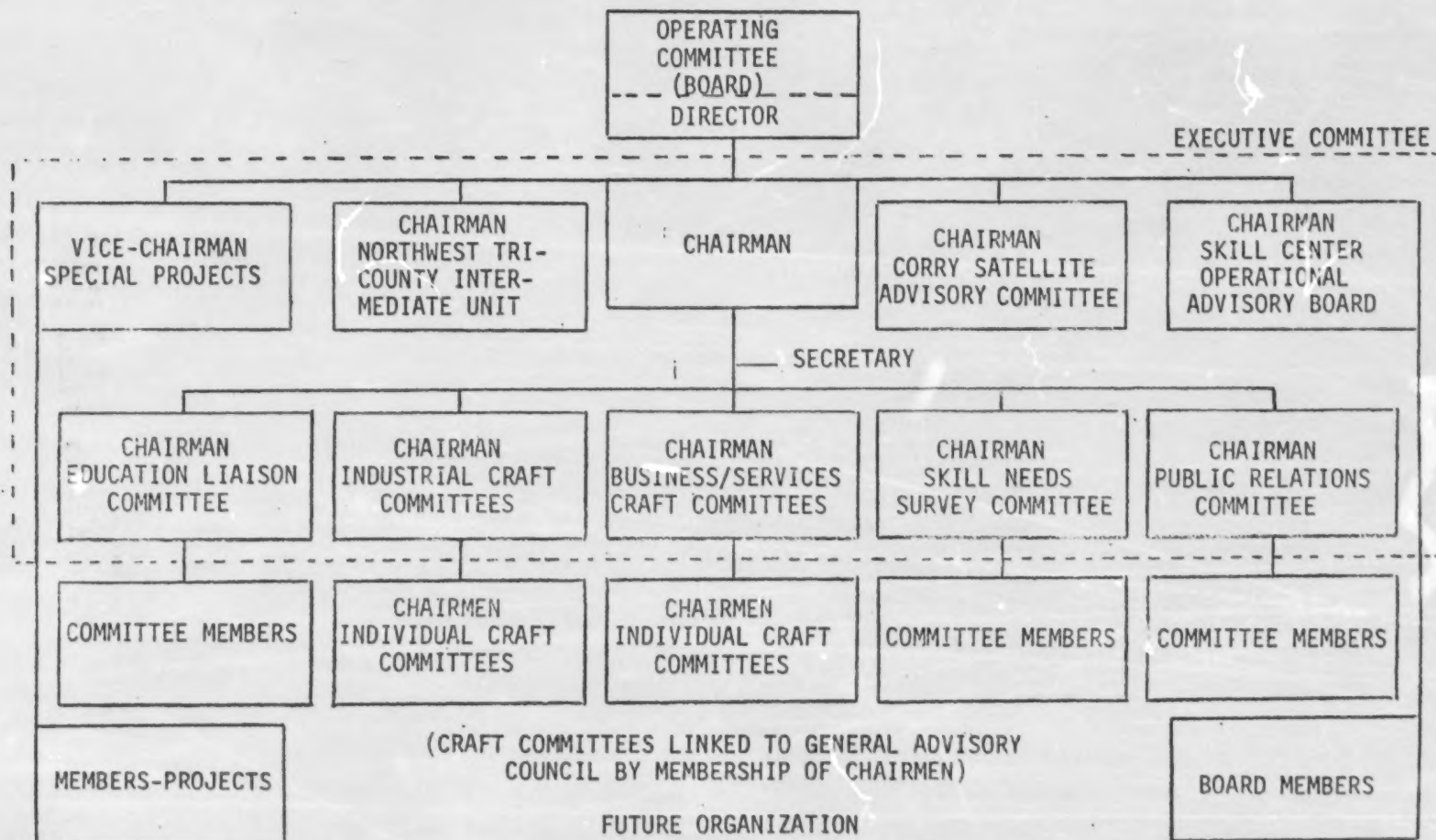


EXHIBIT K-1

SKILL NEEDS SURVEY COMMITTEE

OBJECTIVE:

ENCOURAGE, COORDINATE AND ASSIST COMMUNITY ORGANIZATIONS TO PROJECT NEW AND REPLACEMENT SKILLED AND SEMI-SKILLED JOB NEEDS IN ERIE COUNTY IN THE ENSUING FIVE YEARS. RECOMMEND EXPANSION OR OTHER CHANGES OF EXISTING FACTS SHOPS. IDENTIFY NEW SKILLS. THE PROJECTION WILL INCLUDE AN ANNUAL INDUSTRY SURVEY AND AT LEAST TRI-ANNUAL SURVEYS OF OTHER BUSINESS CLASSIFICATIONS, HEALTH AND SERVICE CLASSIFICATIONS.

GOAL 1: INSURE THAT COMMUNITY ORGANIZATIONS SURVEY CURRENT INDUSTRY, BUSINESS, HEALTH AND OTHER SERVICE ORGANIZATIONS FOR PUBLICATION AND COMMUNICATION OF A REPORT BY SEPTEMBER EACH YEAR. THE REPORT WILL CONTAIN THE INDUSTRY SURVEY ANNUALLY AND OTHERS ON A TRI-ANNUAL BASIS. RECOMMEND EXPANSION, ADDITIONS AND/OR RETRENCHMENT OF TRAINING PROGRAMS.

BENCHMARK: DESIGN AND PRINT SURVEY FORMS AND COMPLETE SURVEY METHODOLOGY BY JUNE 15 OF SURVEY YEAR, COMPLETE MAILING OF SURVEY TO RECIPIENTS BY JULY 15 OF SURVEY YEAR, REQUEST RETURN OF COMPLETED FORMS BY AUGUST 15. COMPILE AND CONSOLIDATE DATA BY AUGUST 30, AND PUBLISH RESULTS BY SEPTEMBER 30 OF SURVEY YEAR.

GOAL 2: PROJECT NEW JOBS AND REPLACEMENT NEEDS FOR POSSIBLE NEW INDUSTRIES, BUSINESSES AND SERVICES TO BE ESTABLISHED IN ERIE COUNTY ON A CONTINUING BASIS.

BENCHMARK: REPORT AT EACH EXECUTIVE COMMITTEE MEETING ON POSSIBLE SIGNIFICANT NEW ENTRIES INTO THE ERIE COUNTY LABOR MARKET. PROJECT THE IMPACT UPON SPECIFIC SKILLS.

GOAL 3: COORDINATE DATA DEVELOPED BY SKILL NEEDS COMMITTEE WITH EACH CRAFT COMMITTEE TO ASSIST IN THE IDENTIFICATION OF NEEDS FOR CURRICULUM, EQUIPMENT OR FACILITY CHANGES.

BENCHMARK: MEET EACH OCTOBER WITH CRAFT COMMITTEES TO PRESENT SKILL NEEDS SURVEY RESULTS AND ENCOURAGE INTEGRATION OF DATA IN THE PLANNING OF FUTURE CRAFT NEEDS. UTILIZE A STANDARD FORM TO ASSIST CRAFT COMMITTEES IN ACCOMPLISHING THIS TASK. PRESENT TOTAL ANALYSIS AND INTEGRATION OF CRAFT COMMITTEE AND SKILL NEED SURVEY DATA BY THE SPRING MEETING OF ALL CRAFT COMMITTEES. IN COOPERATION WITH CRAFT EXECUTIVE COMMITTEE MEMBERS REPORT RECOMMENDED CHANGES TO EXECUTIVE COMMITTEE.

GOAL 4: SHARE SKILL NEEDS DATA WITH OTHER COMMUNITY ORGANIZATIONS (CETA, PIC, E&WC, TECHNICAL MEMORIAL, OIC, GECAC, ETC.)

BENCHMARK: REPORT ON SIGNIFICANT INFORMATION DEVELOPED IN THIS PROCESS AT EACH EXECUTIVE COMMITTEE MEETING.

EXHIBIT K-2

ERIE COUNTY TECHNICAL SCHOOL

GENERAL ADVISORY COUNCIL

INDUSTRIAL CRAFT COMMITTEES

OBJECTIVES:

DEVELOP AND MAINTAIN A CRAFT COMMITTEE FOR EACH VOCATIONAL EDUCATION INDUSTRIAL PROGRAM; ADVISE THE PROGRAM STAFF OF APPROPRIATE EDUCATION OBJECTIVES, INSTRUCTIONAL CONTENT, LEVELS OF ACHIEVEMENT; AND ADVISE THE ADMINISTRATION OF EQUIPMENT AND FACILITY NEEDS IN ORDER TO REMAIN CURRENT WITH THE STATE OF THE ART.

GOAL 1:

DEVELOP AND MAINTAIN MEMBERSHIP FOR EACH CRAFT COMMITTEE.

BENCHMARK: DETERMINE INTEREST AND AVAILABILITY OF MEMBERS TO SERVE ON COMMITTEE EACH SEPTEMBER. REPLACE INACTIVE MEMBERS.

GOAL 2:

CONDUCT ANNUAL WORKSHOP FOR CHAIRMEN TO REVIEW FUNCTIONS OF CRAFT COMMITTEES.

BENCHMARK: PLAN AND CONDUCT WORKSHOP IN OCTOBER.

GOAL 3:

REVIEW OPERATIONAL AND REPORTING TECHNIQUES OF CRAFT COMMITTEES.

BENCHMARK: UPDATE REPORTING FORMS BY NOVEMBER 15TH.

GOAL 4:

ESTABLISH DEADLINES FOR FALL AND SPRING COMMITTEE MEETINGS AND REPORTS.

BENCHMARK: FALL REPORTS IN BY DECEMBER 1.
SPRING REPORTS IN BY MAY 1.

GOAL 5:

COMPLETE SUMMARY REPORT OF CRAFT COMMITTEE RECOMMENDATIONS:

BENCHMARK: TO EXECUTIVE COMMITTEE BY APRIL 1.
TO GENERAL ADVISORY COUNCIL BY MAY 15.
TO ERIE COUNTY AVTS OPERATING COMMITTEE BY
JANUARY AND JUNE MEETINGS.

EXHIBIT K-3

GENERAL ADVISORY COUNCIL
SPECIAL PROJECTS COMMITTEE
LONG-RANGE PLANNING PROJECT

OBJECTIVE

DEVELOP AND UPDATE A LONG-RANGE PLAN FOR VOCATIONAL EDUCATION FOR SECONDARY STUDENTS (ERIE COUNTY TECHNICAL SCHOOL AND SATELLITE PROGRAMS); POSTSECONDARY TRAINING (REGIONAL OCCUPATIONAL SKILL CENTER AND OTHERS); AND PART-TIME ADULT PROGRAMS (ADULT EXTENTION COURSES).

MET GOAL 1.....CONCEPTUALIZE AND PUBLISH THE ORGANIZATIONAL CONSTRUCTS AND PARAMETERS OF THE PLANNING FUNCTION BY MARCH 1, 1980.

MET BENCHMARK..MEET WITH LONG-RANGE PLANNING PROJECT COMMITTEE BY FEBRUARY 15, 1980.

MET BENCHMARK..DEVELOP LONG-RANGE PLAN RATIONALE BY FEBRUARY 15, 1980.

MET BENCHMARK..IDENTIFY COMPONENTS OF THE LONG-RANGE PLAN BY FEBRUARY 7, 1980.

MET BENCHMARK..ENUMERATE FACTORS THAT IMPACT THE LONG-RANGE PLAN BY FEBRUARY 12, 1980.

GOAL 2.....COMPILE INVENTORY REPORTS OF CURRENT STATUS OF PROGRAMS, SERVICES, PERSONNEL, BUILDINGS, EQUIPMENT, FINANCIAL SUPPORT, AND POPULATION BEING SERVED BY MAY 30, 1980.

MET BENCHMARK..SECURE DATA ON CURRENT PROGRAMS BY APRIL 4, 1980.

MET BENCHMARK..SECURE DATA ON SUPPORT SERVICES BY APRIL 9, 1980.

MET BENCHMARK..SECURE DATA ON CURRENT STAFFING BY APRIL 11, 1980.

MET BENCHMARK..SECURE DATA ON BUILDING CAPACITY AND UTILIZATION BY APRIL 16, 1980.

MET BENCHMARK..SECURE DATA ON LEVEL OF FINANCIAL SUPPORT AND BONDED INDEBTEDNESS BY MARCH 26, 1980.

MET BENCHMARK..SECURE DATA ON ENROLLMENT WITH SPECIFIC REFERENCES TO POPULATION BEING SERVED BY APRIL 15, 1980.

GOAL 3.....ASSIMILATE DATA THAT WILL IMPACT THE PLAN AND FORMULATE A BASIS FOR ASSESSMENT AND ESTABLISHMENT OF REALISTIC GOALS BY SEPTEMBER 15, 1980.

BENCHMARK..OBTAIN AND COMPILE POPULATION PROJECTIONS FOR TARGET GROUPS FOR A FIVE-YEAR PERIOD BEGINNING SEPTEMBER, 1980, BY JUNE 10, 1980.

BENCHMARK..OBTAIN VOCATIONAL INTERESTS OF STUDENTS SURVEY FOR THE CLASSES OF 1983, 1984, AND 1985 BY JUNE 10, 1980.

MET BENCHMARK..GATHER INFORMATION ON EMPLOYMENT PROJECTIONS IN VARIOUS OCCUPATIONS FOR A FIVE-YEAR PERIOD BY FEBRUARY 6, 1980.

BENCHMARK..SECURE FOLLOW-UP STUDIES OF VOCATIONAL PROGRAM GRADUATES BY SEPTEMBER 10, 1980.

MET BENCHMARK..SECURE COPIES OF PA. STATE GOALS FOR VOCATIONAL EDUCATION BY MARCH 4, 1980.

BENCHMARK..SECURE EMPLOYER ASSESSMENT SURVEY OF VOCATIONAL PROGRAM GRADUATES BY SEPTEMBER 10, 1980.

BENCHMARK..SECURE CRAFT COMMITTEE REPORT BY JUNE 15, 1980.

BENCHMARK..SECURE INSTRUCTIONAL STAFF INPUT REPORTS INCLUDING EVALUATIVE CRITERIA REPORTS BY SEPTEMBER 10, 1980.

BENCHMARK..SECURE ADMINISTRATIVE INPUT REPORTS INCLUDING EVALUATIVE CRITERIA BY SEPTEMBER 10, 1980.

BENCHMARK..SECURE SUPPORT STAFF INPUT REPORTS INCLUDING EVALUATIVE CRITERIA BY SEPTEMBER 10, 1980.

MET BENCHMARK..SECURE DATA ON CONTRACTED SERVICES BY FEBRUARY 6, 1980.

GOAL 4.....PREPARE DATA ANALYSIS REFERENCING IMPLICATIONS FOR THE VARIOUS COMPONENTS OF THE LONG-RANGE PLAN BY OCTOBER 1, 1980.

BENCHMARK..ANALYZE IMPACT OF DATA ON VOCATIONAL PROGRAMS BY SEPTEMBER 30, 1980.

BENCHMARK..ANALYZE IMPACT OF DATA ON SUPPORT SERVICES BY SEPTEMBER 22, 1980.

BENCHMARK..ANALYZE IMPACT OF DATA ON STAFFING BY SEPTEMBER 21, 1980.

BENCHMARK..ANALYZE IMPACT OF DATA ON BUILDING CAPACITY AND USAGE BY SEPTEMBER 20, 1980.

BENCHMARK..ANALYZE IMPACT OF DATA ON EQUIPMENT INVENTORY AND USAGE BY SEPTEMBER 17, 1980.

BENCHMARK..ANALYZE IMPACT OF DATA ON LEVEL OF FINANCIAL SUPPORT AND INDEBTEDNESS BY SEPTEMBER 16, 1980.

BENCHMARK..ANALYZE IMPACT OF DATA ON ENROLLMENT AND POPULATION TO BE SERVICED BY SEPTEMBER 15, 1980.

GOAL 5.....ESTABLISH REALISTIC GOALS FOR EACH OF THE VARIOUS COMPONENTS OF THE LONG-RANGE PLAN BY OCTOBER 15, 1980.

BENCHMARK..MEET WITH CRAFT COMMITTEES AND OTHER KNOWLEDGEABLE PARTIES BY OCTOBER 20, 1980.

CRAFT COMMITTEE REPORT

TECHNOLOGY: _____ DATE: _____

CRAFT COMMITTEE CHAIRMAN: _____

CRAFT COMMITTEE MEMBERS:

OTHER PERSON(S) IN ATTENDANCE:

TIME MEETING STARTED: _____ TIME MEETING ENDED _____

BRIEF SUMMARY OF MEETING:

SIGNATURE OF CHAIRMAN

TO: CRAFT COMMITTEE MEMBERS

FROM: EXECUTIVE COMMITTEE OF THE GENERAL ADVISORY COUNCIL

SUBJECT: CRAFT COMMITTEE PROCEDURE AND REPORTING FORM

THIS PROCEDURE AND REPORTING FORM WAS DESIGNED FOR CRAFT COMMITTEES IN RESPONSE TO THE FOLLOWING NEEDS:

1. TO SERVE AS A GUIDE FOR CRAFT COMMITTEE MEMBERS IN COMPLETION OF THEIR TASK.
2. TO ASSURE EQUAL ATTENTION TO ALL THE AREAS OF CURRICULUM, EQUIPMENT AND FACILITY.
3. TO ESTABLISH A COMMON REPORTING FORM TO FACILITATE UNDERSTANDING AND EXPEDITE SUMMATION.

PROCEDURE

THERE ARE FIVE (5) BASIC COMPONENTS INVOLVED IN THE CRAFT COMMITTEE PROCEDURE AND REPORTING PROCESS.

1. PRE-PREPARATION - A COPY OF THE COURSE CONTENT AND OTHER PERTINENT INFORMATION WILL BE SENT TO EACH CRAFT COMMITTEE MEMBER PRIOR TO THE MEETING DATE AT THE ERIE COUNTY TECHNICAL SCHOOL.
2. ORIENTATION SESSION- A PRIVATE CONFERENCE WILL BE ARRANGED WITH THE INSTRUCTOR AND THE CRAFT COMMITTEE MEMBERS OUTSIDE THE LAB AREA.
3. ON-SITE VISITATION - AN IN-DEPTH, ON-SITE VISITATION OF THE LAB WILL BE ARRANGED FOR MEMBERS OF THE CRAFT COMMITTEE.
4. INDEPENDENT CRAFT - COMMITTEE MEMBER REPORT - EACH CRAFT COMMITTEE MEMBER IS ASKED TO RESPOND TO THE QUESTIONS ON THE REPORTING FORM. ADDED COMMENTS SHOULD BE NOTED WHEN DEEMED NECESSARY.
5. CONSENSUS REPORT - THE CRAFT COMMITTEE CHAIRPERSON IS TO CONDUCT A CONSENSUS AND SUMMATION MEETING. THE RESULTANT FINDINGS IN THE FORM OF SUGGESTIONS AND/OR RECOMMENDATIONS ARE TO BE RECORDED ON THE CRAFT COMMITTEE REPORT FORM AND GIVEN TO THE SUPERVISOR OF EDUCATION.

THE REPORTING FORM FOR INDIVIDUAL CRAFT COMMITTEE MEMBERS IS WHITE AND THE CONSENSUS REPORT FORM IS YELLOW. THE REPORTING FORM IS DIVIDED INTO THREE (3) MAJOR DIVISIONS - CURRICULUM, FACILITY, AND EQUIPMENT. THERE ARE SEVERAL STATEMENTS LISTED UNDER EACH OF THESE DIVISIONS: NEXT TO EACH IS A TEN POINT RATING SCALE. EACH MEMBER IS ASKED TO DETERMINE THE DEGREE TO WHICH THE STATEMENT IS BEING ACHIEVED. ONE (1) IS THE LOWEST LEVEL OF ATTAINMENT AND TEN (10) IS THE HIGHEST LEVEL OF ATTAINMENT.

REPORTING FORM

CURRICULUM

1. THE CURRICULUM AS STATED IN THE COURSE
OUTLINE REFLECTS TODAY'S TRADE PHILOSOPHY,
POLICIES AND PRACTICES. 1 2 3 4 5 6 7 8 9 10
2. THE INSTRUCTOR IS TEACHING THE CURRICULUM
AS STATED IN THE COURSE OUTLINE. 1 2 3 4 5 6 7 8 9 10
3. THE TEXTBOOKS, REFERENCE MATERIALS AND/OR
OTHER PRINTED MATERIALS ARE APPROPRIATE
FOR STUDENTS IN THIS TECHNOLOGY. 1 2 3 4 5 6 7 8 9 10
4. AUDIO-VISUAL AIDS ARE SUFFICIENT ENOUGH
TO SUPPORT A WELL-ROUNDED CURRICULUM IN
TERMS OF SUSTAINING STUDENT INTEREST. 1 2 3 4 5 6 7 8 9 10
5. THERE IS ACCEPTABLE BALANCE BETWEEN THE
THEORETICAL WORK AND THE PRACTICAL WORK. 1 2 3 4 5 6 7 8 9 10
6. THE INSTRUCTOR'S SHORT-RANGE GOALS ARE
REALISTIC AND IN TUNE WITH THE INDUSTRY. 1 2 3 4 5 6 7 8 9 10
7. THE INSTRUCTOR'S LONG-RANGE GOALS ARE
REPRESENTATIVE OF THE DIRECTION THAT
THE INDUSTRY SEEMS TO BE TAKING. 1 2 3 4 5 6 7 8 9 10
8. OTHER:

SUMMARY
OF
CRAFT COMMITTEE SUGGESTIONS AND RECOMMENDATIONS

CRAFT COMMITTEE SUGGESTIONS & RECOMMENDATIONS:

TEACHER COMMENTS:

ADMINISTRATIVE COMMENTS:

REPORTING FORM

FACILITIES

- | | |
|---|----------------------|
| 1. THE ROOM LAYOUT OFFERS THE MOST ADVANTAGEOUS
USE OF THE SPACE AVAILABLE. | 1 2 3 4 5 6 7 8 9 10 |
| 2. ROOM LIGHTING IS ADEQUATE FOR THE TECHNOLOGY
TAUGHT. | 1 2 3 4 5 6 7 8 9 10 |
| 3. THE FACILITY IS CLEAN AND THE TOOLS AND
EQUIPMENT ARE ARRANGED IN A NEAT AND
ORDERLY MANNER. | 1 2 3 4 5 6 7 8 9 10 |
| 4. THE LAB AREA HAS ADEQUATE STORAGE ROOM(S),
CABINETS AND LOCKERS. | 1 2 3 4 5 6 7 8 9 10 |
| 5. PANIC BUTTONS ARE PROPERLY LOCATED AND
EASILY ACCESSIBLE. | 1 2 3 4 5 6 7 8 9 10 |
| 6. STRATEGIC FLOOR AREAS ARE PROPERLY LINED
AND FREE OF OBSTRUCTIVE MATERIALS. | 1 2 3 4 5 6 7 8 9 10 |
| 7. THERE ARE ADEQUATE STORAGE FACILITIES FOR
PAINTS, SOLVENTS, OILS AND OTHER FLAMMABLE
PRODUCTS. | 1 2 3 4 5 6 7 8 9 10 |
| 8. FIRE EXTINGUISHERS ARE VISIBLE, ACCESSIBLE
AND ADEQUATE IN NUMBER. | 1 2 3 4 5 6 7 8 9 10 |
| 9. OTHER: | |

SUMMARY
OF
CRAFT COMMITTEE SUGGESTIONS AND RECOMMENDATIONS

CRAFT COMMITTEE SUGGESTIONS & RECOMMENDATIONS:

TEACHER COMMENTS:

ADMINISTRATIVE COMMENTS:

REPORTING FORM

EQUIPMENT

1. LAB EQUIPMENT APPEARS TO BE COMPATIBLE
WITH THE COURSE CONTENT AS DESCRIBED
IN THE COURSE OUTLINE. 1 2 3 4 5 6 7 8 9 10
2. PRESENT DAY STANDARDS ARE REFLECTED IN
THE CHOICE OF LAB EQUIPMENT. 1 2 3 4 5 6 7 8 9 10
3. THE CONDITION OF THE EQUIPMENT INDICATES
PROPER CARE AND MAINTENANCE. 1 2 3 4 5 6 7 8 9 10
4. EQUIPMENT MEETS OSHA SAFETY STANDARDS WITH
RESPECT TO GUARDS, SHIELDS, GROUNDING, ETC. 1 2 3 4 5 6 7 8 9 10
5. SAFETY PROTECTION (SAFETY GLASSES, SHIELDS,
ETC.) AND THE PROPER INSTRUCTION THEREOF
HAVE BEEN PROVIDED. 1 2 3 4 5 6 7 8 9 10
6. OTHER:

SUMMARY
OF
CRAFT COMMITTEE SUGGESTIONS AND RECOMMENDATIONS

CRAFT COMMITTEE SUGGESTIONS & RECOMMENDATIONS:

TEACHER COMMENTS:

ADMINISTRATIVE COMMENTS: